

## Paid Work-Based Learning Experience

### Service Description

## Summer Work-Based Learning Experiences for Pre-Employment Transition Services (Pre-ETS) Students

### KANSAS DEPARTMENT FOR CHILDREN AND FAMILIES

#### Rehabilitation Services

### Summer Paid Work-Based Learning Experience

Rehabilitation Services (RS) is the state Vocational Rehabilitation agency which provides Pre-Employment Transition Services (Pre-ETS) to help students with disabilities ages 14-21 years of age explore post-secondary education options leading to career track employment and/or options for direct entry into employment after exiting high school. Pre-ETS services include job exploration counseling, work-based learning experiences, counseling on comprehensive training or postsecondary programs, workplace readiness training, and instruction on self-advocacy.

Participating in a summer paid work-based learning experience is essential to empowering students with a disability to develop job skills, realize the benefits of earned income, explore different types of employment and work environments, and gain experience with competitive integrated employment<sup>1</sup>.

Rehabilitation Services can start making referrals for the summer paid work-based learning experience for students the second semester of their junior year. Prior to referral, Pre-ETS Specialists will determine if the student meets the criteria for participation in Pre-ETS. The importance of these services with youth with disabilities is emphasized in various provisions of the Workforce Innovation Opportunity Act (WIOA).

This payment-for-performance model specifies points of payment to the Service Provider based on successful completion of the requirements defined for each Component. The Pre-ETS Transition Specialist will notify the Service Provider of a referral for services. The Pre-ETS Transition Specialist will determine any on-the-job supports necessary to complete the summer paid work-based learning experience. If the Service Provider identifies an on-the-job support (if any) that needs to be addressed, they will notify the Pre-ETS Transition Specialist immediately to discuss and develop a plan. In some circumstances on-the-job supports may only be provided under an individual plan for employment (IPE) and may cause a delay in

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• <sup>1</sup> Competitive integrated definition 34 CFR 361.5(c)(9)

services provided under the agreement. Every effort will be made to expedite the IPE services to support the summer paid work-based learning experience.

The Pre-ETS Transition Specialist will authorize the summer paid work-based learning experience components and send the prior written service authorizations signed by Pre-ETS Transition Specialist with the referral. Under this provider agreement the Service Provider is expected to accept all referrals from Pre-ETS unless there are extenuating circumstances, or the Service Provider has exceeded its capacity. The Service Provider will respond within 10 business days of receipt of the referral to notify the Pre-ETS Transition Specialist that they have received the referral and the expected start date for services. The Pre-ETS Transition Specialist will approve payment upon receipt of the required documentation, invoice, and authorization.

### **Important Notice for prior written services authorizations**

Pre-ETS must pre-authorize in writing any and all services before the Service Provider initiates services and can expect payment for any services or components. The Pre-ETS Transition Specialist will provide prior written service authorization similar to a purchase order that specifies the component and number of work hours authorized. The Service Provider is responsible to ensure the number of work hours authorized is not exceeded. If hours are exceeded the Component 4 hourly fee will not be paid to the Service Provider for the excess hours. The Service Provider must turn in the student's weekly timesheets to the staffing agency and Pre-ETS Transition Specialist.

## **Component 1: Job Preparation**

Job Preparation is formalized teaching of employer expectations that will result in the following:

### **– Rate \$440 per student**

- The student understands how to have effective communication and appropriate interactions with the employer and co-workers.
- The student learns how to complete a resume, applications, interview and appropriate contact information including an appropriate email address.
- The student learns how to find employment opportunities in their community which may include KANSASWORKS registration.
- The student understands employer expectations for punctuality and performance.
- The student learns about personal appearance including dress, body art, and personal hygiene for interview and on the job.
- The student learns about teamwork and cooperation on the job.
- The student learns how to have self-control and stress tolerance on the job.
- The student learns phone and social media etiquette before and on the job

The student and parent/guardian (if applicable), must express commitment to fully participate in the summer paid work-based learning opportunity to the Pre-ETS Transition Specialist and Service Provider at the end of the job preparation by signing the summer paid work-based learning job preparation report.

Payment will be authorized when the Service Provider meets the above stated expectations and provides the completed and acceptable required written report, invoice, and authorization. The job preparation class can be provided individually or in a group setting.

## Component 2: Registration & Job Development

In Registration and Job Development the student will be registered with the Service Provider and the Service provider will do job development. The following will need to be met to receive payment:

### – Rate \$715 per student

- The student will complete registration with Service Provider.
- At the time of referral, the Pre-ETS Transition Specialist will complete and submit the onboarding paperwork to the staffing agency. Service Providers will identify the placement for the summer paid work-based learning experience. The preference would be in a field of work consistent with the student's related vocational interest, however experiencing employment is the goal so it may not work in every situation. An optimal job match may not occur in all settings. Providers are not permitted to develop worksites considered to be too dangerous by the staffing agency's insurance carrier. Examples of prohibited occupations include, but are not limited to, farm work, direct construction, other high-risk agricultural occupations, direct manufacturing with high risk duties, etc.
- As an exception, a student may be placed at a Service Provider's organization if the Service Provider can verify that the student will not be supervised by the same individual monitoring the worksite for the provider agreement. The Service Provider must have advance approval from the Statewide Pre-Employment Transition Services Program Administrator for the exception.
- The payment will be paid in two installments. The first installment of \$357 will be authorized once the Pre-ETS Transition Specialist receives the job preparation completed acceptable report stating the commitment to continue to participate in the paid work-based learning experience. The second installment of \$358 will be paid once the approved assignment detail is received and the student is placed on the approved worksite. The Service Provider will be required to provide documentation that the above stated expectations are met with completed and acceptable required documents.

## Component 3: Placement

Service Provider will develop the worksite and employer will agree to take the student for the summer work-based learning opportunity. The following will need to be met to receive payment:

### – Rate \$330 per student

- The Service Provider will complete and submit a signed staffing agency's assignment detail (worksite agreement) to Pre-ETS Transition Specialist and staffing agency. The student is not allowed to start employment on the worksite until the Service Provider receives a signed assignment detail from staffing agency. If the Service Provider completes their own worksite agreement, they need to submit to staffing agency and Pre-ETS Transition Specialist.
- The Service Provider will give a copy of the assignment detail to the employer.
- If requested by employer, the staffing agency will provide the certificate of the additionally insured for general liability and worker's compensation insurance.
- The Service Provider will inform the student to contact their supervisor and/or employer immediately if they are injured on the job so the employer can make direct contact with the staffing agency. The Service Provider will provide employer with contact information of the staffing agency to report an injury on the job.
- If student decides to be paid through a debit card, the staffing agency will send the Service Provider the student's pay card after they receive the assignment detail from Service Provider. The Service Provider will give the card to the student and explain how to use it.
- The Service Provider will provide the required documentation, invoice, and authorization to the Pre-ETS Transition Specialist for the Placement payment.
- As an exception, a student may be placed at a Service Provider's organization if the Service Provider can verify that the student will not be supervised by the same individual monitoring the worksite for the provider agreement. The Service Provider must have advance approval from the Statewide Pre-Employment Transition Services Program Administrator for the exception.
- The Pre-ETS staff will complete payment for this Component to the Service Provider when the student has worked 10 hours at the Summer Work-Based Learning Experience site, and when the Service Provider provides the required documentation, invoice, and authorization.

Payment will be authorized when the Service Provider meets the above stated expectations, and provides the timesheet, invoice, and authorization.

## Component 4: Benchmark Tiers

The expectation is the student will obtain up to 240 hours. The following will need to be met to receive payment:

**– Rate \$110 a tier per student**

- Tier 1: The Pre-ETS Transition Specialist will complete payment to Service Provider when the student has worked **40 hours** at the approved summer work-based learning experience site.
- Tier 2: The Pre-ETS Transition Specialist will complete payment to Service Provider when the student has worked **80 hours** at the approved summer work-based learning experience site.
- Tier 3: The Pre-ETS Transition Specialist will complete payment to Service Provider when the student has worked **140 hours** at the approved summer work-based learning experience site.

Payment will be authorized when the Service Provider meets the above stated expectations, and provides the timesheet, invoice, and authorization.

## Component 5: Monitoring & Support

The Service Provider will monitor the student on the worksite and provide support. The following will need to be met to receive payment:

**– Rate \$4.50 per hour the student worked at the summer paid work-based learning experience**

- The Service Provider must send the Pre-ETS Transition Specialist a weekly update with the following information:
  - Describe if there are additional barriers that have been identified for the student and recommendations for addressing the barriers.
  - Describe the employment satisfaction and strengths of the student.
  - If the student is no longer employed, please explain.
- ***The Service Provider must send the timesheet weekly on Monday by NOON to both the staffing agency and Pre-ETS Transition Specialist.***
- The student will get paid weekly on Friday the week following the one when they worked. For example: The student works 4/22/2018 to 4/28/2018. The student will obtain payment on 5/4/2018 for the week worked 4/22/2018 to 4/28/2018.
- The Service Provider will send the reports each month by the 10<sup>th</sup> to the Pre-Employment Transition Services Specialist.

- The Service Provider will contact the employer to complete the employer participant progress report, student self-questionnaire, and on-the-job observations from the Service Provider on the RS Pre-ETS forms.
- The Service Provider will monitor the student's time worked and ensure the student does not exceed the authorized hours.
- The RS goal is to have the students work a minimum of 120 hours and a maximum of 240 hours for the provider agreement. This can be at multiple places and hours can vary but no more than 40 hours a week. If the placement is less than 10 hours a week, the Pre-ETS Transition Specialist will have to approve the employment setting. It is the goal to have a single placement so the student can experience work to the full 240 hours in one place. If the placement needs to change (place of employment or position), the Service Provider needs to get agreement with student, parent/legal guardian (if applicable), and the Pre-ETS Transition Specialist. The summer paid work-based learning experience must comply with the Fair Labor Standards Act.
- The wages for the student will be funded separately through Pre-ETS case service dollars and paid through a statewide contract with a staffing agency. The staffing agency is the employer of record and will complete the payroll functions as well as provides workers compensation coverage. The Pre-ETS Transition Specialist will complete the onboarding paperwork that is required for the staffing agency to complete the payroll of the student. The Service Provider will fax, email or text the student's weekly timesheets to the staffing agency and Pre-ETS Transition Specialist. The Service Provider will use the standard fax form to ensure standard processes to the staffing agency.
- The Service Provider must send the invoice to the Pre-ETS Transition Specialist for monitoring and support by the 10<sup>th</sup> for the previous calendar month. Exceptions must be submitted to the Pre-Employment Transition Services Regional Manager in writing to be preapproved on a case by case basis.

**Payment will be authorized when the Service Provider meets the above stated expectations, and provides the completed and acceptable required written report, invoice, and authorization. RS will authorize payment up to the total number of hours authorized.**

Payment to the staffing agency will be authorized when the Pre-ETS Transition Specialist receives the invoice consistent with the timesheet documentation to pay the payroll expenses.

## Component 6: Successful Completion

Service Provider will complete a report with the following information to receive payment:

**– Rate \$330 or \$550**

- The Service Provider will introduce the student to community agencies that will help them learn about employment opportunities.
- The Service Provider will identify options for permanent employment based on the summer paid work-based learning experiences.
- The Service Provider will provide recommendations for training needs in job skills or areas for improvement based on the summer paid work-based learning experience observations and feedback from employer.
- The Service Provider will provide information on any next steps in the student's field of interest agreed upon at the end of the summer paid work-based learning experience by the provider or employer including, but not limited to obtaining actual employment.
- The Service Provider will send the Pre-Employment Transition Specialist an end of experience report within 30 days of the student's last day of employment to include all information stated above as well as other observations during the experience.

Payment will be authorized when the Service Provider meets the above stated expectations, and provides the completed and acceptable required written report, invoice, and authorization. The Service Provider will receive \$330 if the student worked 1-140 hours. The Service Provider will receive \$550 if the student worked 141 and above hours.

## GENERAL TERMS

**RS must pre-authorize in writing with a signed service authorization any and all services before the service begins. The Service Provider should not expect payment for any services or components that were not prior authorized with a signed service authorization.**

Communication between the Pre-ETS Transition Specialist and Service Provider about student progress is essential to the success of this service. If any concerns or barriers to the student's participation emerge, the Service Provider needs to contact the Pre-ETS Transition Specialist immediately to coordinate strategies or accommodations. RS will use a release of information form (ROI) to facilitate an open communication process. The Pre-ETS Transition Specialist will assess and address reasonable accommodations, assistive technology, auxiliary aids and services necessary to participate in the summer paid work-based learning experience under this agreement. Students with significant needs will apply for traditional VR for additional supports if the student is determined eligible. Additionally, on-the-job support will be funded through RS case service dollars for eligible students. Some students may receive job coaching services. The job coaching role is a distinct role that may not be performed by the same individual who is providing the monitoring and support to the student.

Provider agreements may not be subcontracted.

In case of a disagreement over services and benefits between the Pre-ETS Transition Specialist and Service Provider, the issue will be brought to the RS Pre-Employment Transition Services Statewide Manager.

## PERFORMANCE EVALUATION

The purpose of Accountability Benchmarks is to provide parameters for RS staff and Service Providers to review progress and outcomes on a regular schedule so that the team can address any potential issues before they become significant problems for the Service Provider and/or student. The guidelines are established to help improve the potential for reaching successful outcomes by developing strategies for improvement rather than imposing negative consequences at the end of a review period. The expectation is that Service Providers providing summer paid work-based learning experiences will have 75% of the students that completed job preparation (Component 1) reaching a summer paid work-based learning experience placement (Component 3). Placement must happen no later than June 1<sup>st</sup> of the calendar year referral is received unless extenuating circumstances occur beyond the Service Provider's control. 60% of all students referred to a Service Provider should achieve a successful summer paid work-based learning experience with a minimum of 140 hours (Component 6). Program evaluation data will be reviewed on a quarterly basis so both the Service Provider and RS staff are aware of the outcomes and will determine what, if any, action will be taken to ensure success for the persons served.